



POLICE TELECOMMUNICATOR/LATERAL ENTRY
(Open)
SALARY RANGE:
\$3,289 - \$3,457 - \$3,635 - \$3,821 - \$4,017 - \$4,222
FINAL FILING DATE: CONTINUOUS

THE POSITION

Under general supervision, receives 911 system emergency and non-emergency calls; dispatches assignments according to established procedures; operates various telecommunications center equipment; performs related work as assigned.

MINIMUM QUALIFICATIONS

- Equivalent to graduation from high school.
- Must possess a current Commission on Peace Officer Standards and Training Public Safety Dispatcher Certificate, and have a minimum of two (2) years experience in a public safety dispatch system.
- Must be currently, or within the past twelve (12) months, employed as a Telecommunicator or equivalent as determined by the City.
- Must have satisfactorily completed a probationary period in a position comparable to the City of Stockton classification of Police Telecommunicator II.
- Must be able to pass a physical examination, which includes a drug screen, administered by the City Physician. Must be able to pass a background investigation.
- Must be willing to work evening, night, weekend and holiday shifts.
- Must be willing to be called back or held over to maintain minimum staffing levels.

Certificates/Licenses

- Must submit a signed and dated copy of a valid Typing Proficiency Certificate, two years old or less, for at least **40 NET words per minute at time of application**. The Typing Proficiency Certificate must specify the total number of gross words per minute typed, number of typing errors, and the net typing speed for a 5-minute timed evaluation (refer to example below). The Typing Proficiency Certificate must be an unaltered copy from a government agency, business college, public school, or other recognized agency that regularly tests and issues certificates of typing skills, and must be on their **official letterhead**.

NAME OF AGENCY	
Gross words per minute	45
Minus number of errors	5
Net words per minute	40
Timed minute evaluation	5

- Must submit a valid copy of their Commission on Peace Officer Standards and Training Public Safety Dispatcher Certificate **at the time of application**.
- Must possess a valid California Class “C” driver’s license by time of appointment.

NOTE: VETERAN'S PREFERENCE POINTS ARE NOT AWARDED TO LATERAL POLICE TELECOMMUNICATOR CANDIDATES.

THE EXAMINATION

Unassembled Examination (Pass/Fail) - An unassembled examination consisting of an appraisal of training, experience, and work history.

ALL APPLICATIONS MUST BE COMPLETED FULLY AND SUBMITTED ON AN OFFICIAL CITY OF STOCKTON APPLICATION FORM. INCOMPLETE APPLICATIONS WILL BE GROUNDS FOR REJECTION AND CANNOT BE REVISED AFTER THE FINAL FILING DATE.

EMPLOYMENT INFORMATION

All statements made on applications are subject to investigation and verification.
False statements will be cause for disqualification, removal from the eligible list, or discharge from employment.

POLICE TELECOMMUNICATOR I

EMPLOYMENT INFORMATION

THE EMPLOYMENT PROCESS

As a potential applicant, you are about to participate in a series of events collectively called the employment process. Because the goal of the employment process is to obtain qualified candidates to fill City positions, examinations are generally administered to each applicant. These examinations are conducted in a variety of ways (written, oral, performance, assessment center or unassembled examination), yet they share a common purpose to test applicants for knowledge, skills, and abilities required to perform the duties and responsibilities of the job.

ADA/TESTING ACCOMMODATIONS

Candidates with a disability that will require an accommodation or special assistance in any phase of the application or testing process should advise the Human Resources Department at the time of application. Forms are available from the Human Resources Department for such purposes. A detailed description of the type of accommodation needed and any supporting documentation **MUST** accompany your accommodation request. Supporting documentation should not include medical records or any documentation that would compromise your rights under federal and state laws. The City will evaluate each request on a case-by-case basis. Consequently, it is imperative that such requests be submitted at the time of application.

WHERE TO APPLY

Applications may be obtained from the:

City of Stockton
Human Resources Department
Stewart/Eberhardt Building
22 E. Weber Avenue, Suite 150
Stockton, CA 95202-2317
(209) 937-8233/TDD (209) 937-8101

Applications must be received in the Human Resources Department before 5:00 p.m. on the final filing date. **(Applications received after this deadline will be rejected.)** A separate application is required for each position.

HOW TO APPLY

All applications must be submitted on an official City of Stockton form. Resumes may be furnished for additional information only. **Incomplete applications will be cause for rejection.**

HIRING PROCEDURES

Eligible lists (**open**) are established by ranking successful individuals in the order of their final scores. The hiring department may select any **one (1)** of the **ten (10)** highest ranked eligibles.

IMMIGRATION REFORM AND CONTROL ACT

U.S. Citizenship or authorization to work in the U.S. is a requirement of employment. Documentation must be presented at time of hire.

VETERAN'S PREFERENCE

Veteran's Preference points will be awarded for this position. Veterans who pass the examination and meet the following conditions may obtain five (5) additional points. "Veteran" shall apply to any person who has served on active duty in any branch of the United States Armed Forces, including the National Guard and the United States Coast Guard, for at least 181 consecutive days and has been honorably discharged.

Candidates applying for Veteran's Preference are required to submit a copy of their DD-214 (Member 4 Copy) at the time of application. Evidence must be presented to indicate that the candidate was discharged honorably from the military service.

Veterans must resubmit proof of honorable service for every examination for which Veteran's Preference is requested.

MEDICAL EXAMINATION

Physician clearance of a medical examination, which includes a urine drug screen, is required for all positions prior to employment.

EMPLOYEE BENEFITS

SALARY

The normal starting step is the first step shown on the announcement. Advancement to the second step normally occurs after completion of the probationary period and future increases at one (1) year intervals. However, salary increases shall not be automatic, but shall depend upon increased service value of the employee as exemplified by length of service, performance record, special training undertaken, or other pertinent evidence.

HOLIDAYS

Fourteen (14) paid holidays per year, including employee's birthday.

VACATION

Ten (10) days vacation earned per year for the first 18 months; 15 days per year after 18 months. This benefit progresses based on length of service thereafter.

SICK LEAVE

Fifteen days sick leave accrued each year; accumulated indefinitely. Payment for 50% of unused sick leave upon retirement.

HEALTH PLAN

The City provides an excellent medical, dental and vision program for employees, spouse, and eligible dependents. The City also provides for employee life insurance and a long term disability plan.

RETIREMENT

The retirement program currently includes excellent benefits under the Public Employees' Retirement System, 2% @ 55. The City pays full employee share of 7% to P.E.R.S.

The City also provides a Retiree Medical Plan for retiree and one dependent upon meeting eligibility requirements.

DEFERRED COMPENSATION

A deferred compensation plan is available at the employee's option.

EDUCATION INCENTIVE PAY

The City provides three percent (3%) Education Incentive Pay for education **above and beyond** that required for the position after twelve (12) continuous months of employment.

LIFE INSURANCE

Coverage equal to 1-1/2 times annual base salary for "white" collar positions and equal to annual base salary for "blue" collar positions rounded to the nearest \$1000.

NOTE: EMPLOYEE BENEFITS STATED HEREIN ARE SUBJECT TO CHANGE THROUGH THE COLLECTIVE BARGAINING PROCESS AND ARE NOT GUARANTEED. FOR A MORE DETAILED EXPLANATION OF THESE AND OTHER BENEFITS CURRENTLY IN EFFECT, SEE MEMORANDUM OF UNDERSTANDING FOR BARGAINING UNIT.

For information on other City positions, call (209) 937-8523.

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TYPING AND SHORTHAND CERTIFICATES

1. **HUMPHREYS COLLEGE**

Address: 6650 Inglewood Avenue, Stockton, Ca 95207

Phone No: (209) 478-0800

Fax No: (209) 478-8721

Website: www.humphreys.edu

Typing Test Information:

- a. Fee: \$10 (Given free of charge to Humphreys College students)
- b. Schedule: Given every second Wednesday of each month at 2:00pm.

2. **KELLY SERVICES**

Address: 2529 W. March Lane Suite 203, Stockton, Ca 95207

Phone No: (209) 951-0898

Fax No: (209) 952-4887

Website: www.kellyservices.com

Typing Test Information:

- a. Fee \$12 (Given free of charge to Kelly Services employees)
- b. Schedule: Call for appointment (Given between 7:30 am – 4:30pm)

3. **MTI BUSINESS COLLEGE**

Address: 6006 N. El Dorado Street, Stockton, Ca 95207

Phone No: (209) 957-3030

Fax No: (209) 474-8705

Website: www.mtistockton.com

Typing Test Information:

- a. Fee: \$10 (Given free of charge to San Joaquin County cardholders)
- b. Schedule: Given every Thursday at 3:30 pm

4. **BBSI**

Address: 3558 Deer Park Lane, Stockton, Ca 95219

Phone No: (209) 476-0100

Fax No: (209) 476-9023

Website: www.bbsihq.com

Typing Test Information:

- a. Fee: \$10
- b. Schedule: Call for appointment

We regret that we are unable to accept typing certificates issued from an on-line testing source at this time.



Human Resources Department
22 East Weber Avenue, Suite #150
Stockton, CA 95202

(209) 937-8233 TDD (209) 937-8101 www.stocktongov.com

OFFICE USE ONLY

Analyst
Date

☐ Accepted☐ Rejected

Ineligible because of:

☐ Education☐ Lic./Cert.
☐ Experience☐ Other

APPLICATION FOR: POLICE TELECOMMUNICATOR/LATERAL ENTRY

1. NAME:

6. DRIVER'S LICENSE #:

2. ADDRESS:

CITY/STATE/ZIP:

4. TELEPHONE NUMBER: ()

7. CERTIFICATES: (If required, attach)
TYPING NET WPM:
STENOGRAPHIC NET WPM:
OTHER:

5. SOCIAL SECURITY #:

9. EXPERIENCE RECORD: List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					

10: EDUCATION AND TRAINING:
Circle Highest Grade Completed 8 9 10 11 12 G.E.D. COLLEGE 1 2 3 4 Grad Studies? Yes No

Colleges or Universities Attended	Location	From	To	Units Completed	Major	Degree

11. CONVICTION: Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. Note: A "yes" answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. Yes No

CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)

CERTIFICATION OF APPLICANT: I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.

SIGNATURE: DATE:

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

SEX

AGE GROUP

1. White – Caucasian, Anglo Saxon

2. Black – All persons having origins in any of the Black racial groups

3. Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race

4. American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America

5. Chinese

6. Japanese

7. Filipino

8. Other Pacific Islander

9. Other

Male

Female

Under 21

21-29

30-39

40-49

50-59

60 or Older

Title of Position Applying for

How did you hear about the position?

Stockton
All-America City
2004

CS-6